

D-7580

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FM. 2  
G. 552-1-2

## SHANGHAI MUNICIPAL POLICE.

Section 1, Special Branch  
REPORT

Date February 22, 1938

SHANGHAI MUNICIPAL POLICE  
File No. S. B. DISTRICT  
No. S. B. D. 7580Subject. International Guides Bureau - applications for passports received  
from Russian emigrants.

Made by D.S.I. Prokofiev.

Forwarded by

C. Campbell &amp; J.

Further  
inquiries  
being made  
by S.I.P.T.  
D.R.

P.A. &amp; D. S.

P.A.  
I shall be  
forced to  
ask perhaps  
through S.I.  
whether the  
in genuine  
logos & when  
fee is returned  
by Govt.

On February 21, 1938 information was received to the effect that Russian emigrants in Shanghai who wish to proceed to foreign countries may obtain the necessary passports through the medium of the International Guides Bureau, 180 Hanking Road.

Upon visiting the said Bureau for the purpose of verification of the above information the undersigned was referred to a Chinese who gave his name as Mr. S.Y. Kiang. He stated that any Russian emigrant wishing to apply for a passport to enable him to proceed to foreign countries may do so at the International Guides Bureau who, it would appear, act as agents of the Hongkong office of the Ministry of Foreign Affairs of the National Government.

Applicants are requested to show their passports or certificates of registration, to fill in an application form (specimen attached together with a translation), to furnish 4 copies of their photographs and to pay \$ 25.00 fees. Passports are received from Hongkong after about three weeks from the date of application.

Mr. Kiang did not give the name and address of the issuing office, but stated that this arrangement was quite in order and that for all practical purposes it was sufficient to know that passports were issued by the Ministry of Foreign Affairs.

This seems to be the only way out of the situation created by the closure on February 2, 1938 of the Shanghai office of the Ministry of Foreign Affairs, 6 Tifeng Road, as certificates issued to Russian emigrants by the local representative of Nansen Office are not recognized as passports by certain foreign consulates in Shanghai.

It is reported that application forms similar to the



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.....Station,

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Made by.....

Forwarded by.....

attached were used at the Shanghai office of the Ministry of Foreign Affairs and that in the case of Russian emigrants a letter from the Russian Emigrants Committee, 118/1 Moulmein Road, was accepted as guarantee.

The Shanghai City Government Passport Office charged \$4.00 for each passport issued, while each certificate issued by the local representative of the Nansen Office costs \$ 6.00.

A. Prokofiev  
D. S. I.

Suggest that copies be  
passed to D.

23/2

D. C. ( Special Branch ).



CABLE "SITIS"  
BENTLEY'S

INTERNATIONAL GUIDES BUREAU

*Mr. S. V. Koning*

180 NANKING ROAD, SHANGHAI

P. O. BOX 777

TEL.  
17777  
17778

APPLICATION FOR PASSPORT

(with guarantee bond attached )

No..... Date.....

Name: ( Chinese)

(Foreign language)

Sex:

Alias:

Height:

Age:

Nativity:

Residential address:

Communication address and  
names of family members of re-  
latives.

Married or  
single.

Name and age of  
wife

Names and ages of  
children .

Occupation:

Knowledge of foreign languages:

Reason for applying for passport:

Destination: To.....via.....entering at.....

Intended period of stay:

Name of steamer and railway line (Chinese).....(Foreign language

Time and place of departure: Date..... Place:.....

Relatives accompanying:.....

(wife ,or children under the age of 16)

Servants: Name:..... Age:..... Nativity..... Address:....

Passport office of issue:

No. of registration certificate  
of the Ministry of Education.

Necessary fees and photographs:

Passport fee \$..... Stamp Tax \$..... Four 2" photos.

Remarks:

Applicant: ( Signature and chop )

Photograph to  
be attached at  
this space.

Name of guarantor:..... Address:..... Age:..... Nativity.....

Occupation:.....

The guarantor guarantees that the applicant is a citizen of the Re-  
public of China All particulars set out in this form are true. The  
guarantor will be held responsible for any violation of the regu-  
lations governing the issue of the passport.

Chop and signature of the guarantor.

Date: .....of the Republic of China.

Notes:

With reference to the " Occupation column", attention should be paid to the following points:-

1. Officials should put down name of the organ in which they are employed or were employed formerly, together with a short history.
2. Businessmen should state the nature of business, name of shop, nature of ownership, address and date of opening.
3. Students should state the name and address of schools where they are studying or from which they graduated.
4. Workers should state their trade and place and period of employment. Unemployed workers should give their former employment and ability.

If the above particulars have been translated into foreign languages, the foreign version should also be inserted.

1  
February 15,

7580  
16 2 38  
38.

Mrs. H. Tonkin,  
International Guides Bureau,  
No. 180, Nanking Road.

Madam,

I have to acknowledge receipt of  
your letter dated February 14, 1938 requesting  
a list of the refugee camps in the Settlement,  
and in reply have to state that the camps are  
not under the control of this department. I  
regret, therefore, that I am not in a position  
to give the information and the permission asked  
for.

I am, Madam,

Your obedient servant,

W. W. C. Ward.

Commissioner of Police.

CHY/.

INTERNATIONAL GUIDES BUREAU

180, NANKING ROAD  
P. O. BOX 777  
PHONE 17777  
CABLE: SITIS  
BENTLEY

Feb. 14<sup>th</sup> 1938.

Messrs. Police Headquarters.  
Record Office.

Sirs,  
With regard to our telephone call of this morning,  
kindly hand over please the list of the  
Principal Refugee Camps

In connection with our Tourist-Tours, we  
should be much obliged to have a permission  
to visit the Camps.

Thanking you in anticipation

We remain, with our T.G.B. Salute

INTERNATIONAL GUIDES BUREAU  
*H. T. M. H.*



DC (Crime).

File herewith.

DBR 3/2

P. A. to D. C. (Sp. Br.)

P. A.

Shank

I think we  
refer on to  
the Bureau a personnel  
bag of duplicate chapters.  
If so put up for DC (C)  
to see.

This memo refers to an  
case of a man, a Syrian  
employee of the I. & O.  
Center.



**SHANGHAI MUNICIPAL POLICE**

## CROSS-REFERENCE SLIP

Central Registry OFFICE

FILE NO. F.2783

**SUBJECT:**

International Guides Bureau.  
180 Nanking Road.

[illegible]

7580  
30 7 37

The Shanghai Evening Post & Mercury, Thursday, July 29, 1937

## Sightseeing Bus Ride For Tourists Planned

Something new for Shanghai-landers who stick close to their homes and offices, as well as for the myriads of tourists who visit the city, is a unique sightseeing but shortly to be placed in service by the International Guides Bureau, of which Mrs. Hanne ~~Curtis is the manager.~~ Members of the press were taken on a special inaugural trip of the new vehicle this morning, driving round Hongkew way, where, incidentally, everything seems quiet and peaceful.

One of the main features of the coach, which was designed and mounted on a Reo chassis by the Mark L. Moody Company, is its glass roof, through which Shanghai's bright lights, as well as the summer skies, can be glimpsed on the evening trips. To provide

for the comfort of the passengers, 21 of whom can be carried at one time, in addition to the driver and a guide, a Philco radio has been installed, and the Hazelwood Co. plans to arrange for the stocking and serving of ice-cream in the bus. Both within and without, the "crystal bus," as the Bureau describes it, is finished in silver and apple-green, presenting a cool and restful appearance.

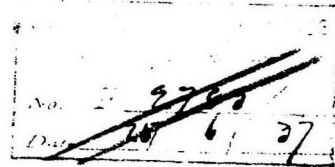
Every-day service is planned by the Bureau, who intend to have four trips a day, including weekends. The first daily trip will be from 9 to 12 in the morning, which is to be followed by an afternoon shopping excursion from 2 to 6 p.m., especially for tourists, who will be set down at various shopping centres and given half-an-hour or so to make their purchases. A slightly shorter trip is the evening one, from 6.30 to 8.30, and those visitors who wish to see Shanghai's famed night-life can do so on still another, from 9 p.m. to 2 a.m. Diverse points of interest will be visited on the general trips, and special ones can be arranged upon request of 18 or more persons. Bookings can be made at the Bureau or at leading hotels. These excursions commence at the Broadway Mansions, and the bus will stop at various hotels and other meeting-places en route, according to the day's schedule. All trips except the shortest, which is priced at \$3, are \$5 a seat.

Besides affording visitors and local residents alike an opportunity of "seeing Shanghai deluxe" in their new bus, the International Guides Bureau is sponsoring flights over Shanghai by planes of the Eurasia Aviation Corporation, from 4 to 6 p.m. every Monday, Wednesday, and Friday, and is also trying to establish a "social guide" system similar to that of other cities.

See

Ref 3917

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June 24th,

37.

Mrs. Hanna Durst,  
Managing Director,  
International Guides Bureau,  
180, Nanking Road,  
S H A N G H A I.

Madam:

With reference to your letter dated June 3rd, 1937, regarding guides and guide rules, I have to inform you that the contents of your letter have been noted and the list of guides has been scrutinized.

While I am not prepared to name any one of these guides as not being of absolutely certain integrity, I would suggest that you keep them under strict control and supervision.

I am, Madam:

Your obedient Servant,

(sd) F. W. Gerrard.

Commissioner of Police.

IW/.

Note and Return	
P. C. 481	113



(Special Branch) Office Notes

Date 23 JUNE 1937

7364/1  
25 6 37

No.	F 2263
Date	25 6 37

C.P.

Ref. letter sent in of Mrs Dorel-  
International Garden Bureau a report on the  
Korea to the Police is attached.  
125 are responsible for - Police from  
of view since they will be gambling &  
transit with respect to if they are true to  
form. I am doubtful if Police can  
rightly from the information - Mrs Dorel  
known. 2 of each wing to keep up

Date

(Special Branch) Office Notes

less  
Staff when street contains a printer  
the see will be all responsible if  
complaints are received from transients etc  
on residence appear to be all the  
in future.

W. B. Brown

DEPT. OF POLICE  
SPECIAL BRANCH